

# Hotel Booking Form

Please use CAPITAL letters and Fax to +9714 318 8738 or e-mail to [icddd@dwtc.com](mailto:icddd@dwtc.com)

## Hotel Room Reservation Details

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Company: \_\_\_\_\_

E-mail: (block letters please) \_\_\_\_\_

## Accompanying Person Details : (if sharing the same room only)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

## Visa Requirements – Please read the information given at the end before completing the form, thank you.

Does the delegate require a visa? Yes  No  Delegate Nationality: \_\_\_\_\_

Does the accompanying person require a visa? Yes  No  Accompanying Person's Nationality: \_\_\_\_\_

## Flight Details

Arriving Flight No: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Flight No: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Hotel : Please note that hotel bookings are processed only if credit card details are provided. Should you not have a credit card, your room will be on request basis, and will be confirmed by the hotel only upon receipt of full payment. DCM is not responsible if the hotel is unable to hold or cancels your room if payment is not received 1 month prior to arrival.**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Check in Date: \_\_\_\_\_ Check out Date: \_\_\_\_\_

Number of rooms: \_\_\_\_\_ Single Room:  Double Room :

Please note that check in at all hotels is 1400 hrs and check out is 1200 hrs. Should you want your room to be available upon arrival, please reserve the room from the previous night.

## Credit Card Details

I agree that my credit card information, will be forwarded to the hotel for guarantee purposes, and 1 night rate may be charged if required. The balance amount will be settled directly upon check out.

VISA  Master Card  Amex

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

I have read and accepted the hotel room rates, hotel cancellation policy, hotel booking process and visa information.

Date:

Signature of card holder:

### Hotel Rates

Dubai is a busy cosmopolitan city, which caters to many International events all year around. Participants are therefore strongly recommended to book their accommodation as early as possible.

The Dubai Congress Management (DCM), part of the Dubai World Trade Centre, is managing the hotel requirements for this event. A number of rooms are secured with the hotels listed below for the conference participants.

Please choose your preferred hotel and follow the booking procedures described below. Please note that the deadline for hotel bookings is **Saturday 01<sup>st</sup> December 2007**, after which, some rooms held will be released. For hotel bookings received after this date, DCM will do its best to secure rooms of your choice, as rates and rooms will be subject to availability.

**Important Information: Please read.**

#### Hotel rates & cancellation policy

These rates are applicable for the lowest category of rooms from each hotel. Please reserve your room as early as possible, as the lower priced hotels get filled quickly.

<b>3 Star Hotel</b>	<b>Single Room in US\$</b>	<b>Double Room in US\$</b>	<b>Distance from Airport in minutes</b>	<b>Distance from Venue in minutes</b>
Arabian Park (Complimentary Airport Shuttle transfers are provided)	141	163	15	10
Ibis (Complimentary Airport Shuttle transfers are provided)	134	145	25	In the Venue
<b>4 Star Hotel</b>				
Novotel (Complimentary Airport Shuttle transfers are provided)	212	226	25	In the Venue
<b>5 Star Hotel</b>				
Dhow Palace	296	316	25	10
Dusit Dubai	422	449	25	5

The above rates are in US Dollars per night, per room, inclusive of 10% municipality tax, 10% service charge and daily Buffet Breakfast.

Airport transfers are not included in the above rates. Some hotels offer complimentary transfer whilst some charge a nominal fee. There are plenty of local taxis available from the airport, and rates to most hotels featured will not exceed AED 70 (US\$ 20)

#### Cancellation policy: Applicable for Ibis and Novotel

If booking is cancelled 30 days prior to the arrival date - No charge

If booking is cancelled between 29 days to 15 days prior to the arrival date - 80% of total stay

If booking is cancelled between 14 days to No show - 100% to total stay

**Cancellation policy: Applicable for all other hotels**

30 days prior to the arrival date - No charge

29 days to 15 days prior to the arrival date - 1 night charge

14 days prior to the arrival date to date of arrival- 2 nights charge

No show - 100 % of total stay

**Hotel Booking Process**

Please complete the hotel booking form and fax or email to DCM. An acknowledgement receipt will be sent out within 48 hours.

The hotel will send your confirmation one month prior to your scheduled arrival. Should you require a visa to enter Dubai, the visa requirements will be forwarded by the hotel for visa processing. Visas will not be processed without hotel accommodation.

**Visa Process**

Upon receipt of the visa requirements documents, please complete the same and forward to the hotel for processing: visa application form, scanned copy of the passport, credit card authorisation form, scanned copy of both sides of the credit card. Please ensure that your passport is valid for at least 6 months beyond your intended stay. Please ensure that the hotel receives all the required documents in time to avoid delays.

The visa rates applicable are between AED 180 (US\$50) to AED 340 (US\$94) depending on the processing time (Normal process or Urgent process). The visa rates will be communicated by the hotel along with the room confirmation. The visa fees are charged prior to processing and are non-refundable. Please allow for 7 to 10 working days after the submission of the documents for a visa to be issued, keeping in mind that the weekend in the UAE falls on Friday-Saturday.

Please note that as per the UAE regulations, all hotels charge a security deposit of AED 5000 (USD 1370) for each visa request. This deposit is refunded once the delegate has left the UAE, and the exit stamp page is faxed to the hotel. Please allow 2 weeks time to the hotel to process this refund after the receipt of the exit stamp page.

**The following Nationalities do not require visa to enter Dubai and can obtain the entry permit on arrival.**

**GCC residents, Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, United Kingdom, United States of America, Vatican.**

**For all other citizens, a visa must be obtained prior to arrival in the UAE.**